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TO: All Planning and Sponsor Groups
Other Interested Parties

FROM: Eric Gibson, Director 
Department of Planning and Land Use

SUBJECT: Design Review Compliance Checklist Process and Zoning Ordinance Amendment (POD 11-005)

In order to support the Department of Planning and Land Use's (DPLU) commitment to outstanding customer service and to maintain consistency with state and federal regulations, DPLU maintains a list of possible improvement projects and initiates those projects as staffing and funding become available. This improvement project consists of two components: the introduction of a Design Review Compliance Checklist and amendments to County's parking regulations and Off-street Parking Design Manual. The project proposes amendments to the County of San Diego's Zoning Ordinance, Off-Street Parking Design Manual, and creation of Design Compliance Checklists to implement the new procedure which is intended to reduce processing time and costs.

The Design Review Compliance Checklists component is intended to streamline the community design review process by creating a new optional procedure for ministerial approval of site plans with "B" designators for applicants that meet specific qualifying standards and criteria. This component of the project would require amendments to the Zoning Ordinance to create a new streamlined procedure, addition of Design Review Compliance Checklist as appendices to the nine existing Community Design Review Guidelines, and the development of associated application forms and fees. A copy of the Fallbrook Design Review Compliance Checklist is included to provide an example of the proposed Design Compliance Checklist format.

The second component involves amending the Off-Street Parking Design Manual and the Parking Regulations in the County of San Diego Zoning Ordinance to reflect current and reasonable parking requirements and to ensure consistency with the new procedure as well as other development regulations.

Please review and comment on the draft Design Review Compliance Checklist, Zoning Ordinance Amendments and revisions to the Off-Street Parking Design Manual, which are being sent out for a 30-day public review period. **Comments are requested by April 23, 2012.** A hearing before the Planning Commission is expected in June and a hearing before the Board of Supervisors is expected by the end of July. Please send your comments or questions to Marcus Lubich at (858) 694-8847 or by e-mail at marcus.lubich@sdcounty.ca.gov.

The draft Design Review Compliance Checklist, Parking Design Manual, and Zoning Ordinance Amendments (POD 11-005) can be viewed on the Department of Planning and Land Use - Advance Planning page of the County of San Diego website at the following address:
<http://www.sdcounty.ca.gov/dplu/ordamend.html>

Attachments: Draft Design Review Compliance Checklist
Draft Zoning Ordinance Amendments
Draft Parking Design Manual